

**TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
AEJC
ADVANCED ELECTRONIC JOURNALISM COURSE**



Approved by:

/Signed/

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ADVANCED ELECTRONIC JOURNALISM
TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-AEJC

TITLE: Advanced Electronic Journalism Course

TRAINING LOCATION: Defense Information School, Ft. George G. Meade, Maryland

SPECIALITY AWARDED: None

PURPOSE: This course provides the knowledge and skills needed to enhance the performance of duties for experienced videographers supporting public affairs, journalism, and broadcast missions throughout the Armed Forces.

COURSE DESCRIPTION: The Advanced Electronic Journalism Course provides in-depth training in advanced visual and audio communication to support the two missions of news gathering and combat support. Instruction includes advanced lighting and editing techniques, story telling techniques emphasizing non-narrative methods, uncontrolled action, sound bites, packaging, shot selection and visualization, and narration. Students will perform all exercises on digital non-linear editors.

PREREQUISITES:

- a. Students must have one (1) year cumulative field experience practicing Electronic News Gathering (ENG) skills.
- b. Students must have worked with ENG equipment within the last twelve months.
- c. It is imperative that students possess the basic knowledge of ENG needed to enter the class. Personnel arriving at DINFOS without meeting these prerequisites will be disenrolled and returned to their units.

ALL SERVICES	ENLISTED (E4 –E7)
USAF	Must be a graduate of BPAS-B (Formerly known as BBC) or EJC
USN	
USA	
USMC	Must be a graduate of BPAS-B (Formerly known as BBC), EJC or receive a waiver from DINFOS Commandant if prerequisites a. and b., above, are met.

d. **DRESS REQUIREMENTS:** Utility uniform and civilian attire (T-shirts not authorized).

e. **TRANSPORTATION:** DINFOS will provide transportation to all off-post shooting locations.

SECURITY CLEARANCE: None

CLASS SIZE:

MAXIMUM: 8

MINIMUM: 5

ANNUAL COURSE CAPACITY: 72

COURSE LENGTH: 15 TRAINING DAYS

ACADEMIC HOURS: 114.5

ADMINISTRATIVE HOURS: 5.5

TOTAL COURSE HOURS: 120

INSTRUCTOR CONTACT HOURS: 206.5

TYPE/METHOD OF INSTRUCTION: **HOURS:**

ADMINISTRATIVE (AD): 5.5

LECTURE (L): 25

DEMONSTRATION (D): 2.5

GUEST LECTURER (GL): 3

PERFORMANCE EXERCISE (PE): 57

PERFORMANCE EXAMINATION (EP): 54

TRAINING START DATE: 28 July 2003

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: Course Development Department, Directorate of Training, Defense Information School, Fort George G. Meade, MD 20755 301-677-4492.
DSN 622-4492

FUNCTIONAL AREA 1
PRINCIPLES OF VIDEOGRAPHY

TPFN: DINFOS-AEJC-001-001-

UNIT TITLE: Review Principles of Editing

TPFN HOURS AND TYPE: 9.25 L

TPFN TOTAL HOURS: 9.25

PREREQUISITE TPFN: None

TASK(S): 001 Perform equipment inventory (enabling).
002 Discuss primary components contained in the non-linear electronic journalism editing system.
003 Define creative editing.
004 Perform A and B-roll editing.
005 Explain the use of vector-scopes and wave-form monitors.

SUMMARY OF INSTRUCTION: After receiving equipment, students perform an equipment inventory. Students will be required to maintain 100% accountability of issued equipment. The instructor demonstrates the application of equipment and resources used during the course, to include: lights, cameras, audio and editing equipment, videotapes, textbooks, computers, and computer disks. The instructor defines the use of A-roll and B-roll; and concepts involved in creative editing. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard.

REFERENCES:

Avid 101 Media Composer Editing Handbook
Defense Information School Media Composer Nonlinear Editing Study Guide
Television Field Production and Reporting, Shook Frederick
ENG: TV News and the New Technology, Yokam & Cremer

INSTRUCTOR/STUDENT RATIO: 1:8 (L)

SAFETY FACTORS: Students are advised of hazardous electrical voltages inherent in the equipment used in this unit.

FUNCTIONAL AREA 1
PRINCIPLES OF VIDEOGRAPHY

TPFN: DINFOS-AEJC-001-002-

UNIT TITLE: Foundations of Photojournalism

TPFN HOURS AND TYPE: 3.75 L

TPFN TOTAL HOURS: 3.75

PREREQUISITE TPFN: None

TASK(S): 001 Review and discuss:

- Principles of proper visual compositions
- Sequence shots that convey a thought
- Proper camera angles
- Camera movement
- Use of manual iris
- Depth of field
- Proper shot axis
- Correct lighting and tripod usage

002 Identify common mistakes made in the field.

SUMMARY OF INSTRUCTION: The students revisit the basics of camera work in photojournalism. The instructor leads a discussion on the fundamentals encompassing shot composition, shot sequencing (long, medium, and close-up shots), camera angles, camera movement, use of manual iris, depth of field, proper shot axis, correct lighting, tripod use, and other basic skills. These fundamentals should be known and understood by students with apprentice training and/or experience. Using video examples, students identify how to prevent the common mistakes made in the field. Since each student's experience and skill level varies, an omni-objective of this session is to establish a common ground in terminology and technique. The students' participation and feedback are necessary to ensure a level of comprehension that suggests the students can successfully proceed. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard.

REFERENCES:

Television Field Production and Reporting, Shook, Frederick
Television Production Handbook, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:8 (L)

SAFETY FACTORS: Students are cautioned regarding exposed electrical extension cords and handling of equipment.

FUNCTIONAL AREA 1
PRINCIPLES OF VIDEOGRAPHY

TPFN: DINFOS-AEJC-001-003-

UNIT TITLE: Visual Storytelling

TPFN HOURS AND TYPE: 2.75 L; .75 PE

TPFN TOTAL HOURS: 3.5

PREREQUISITE TPFN: None

TASK(S):

- 001 Define story commitment.
- 002 Explain how to use the camera to convey the commitment.
- 003 Discuss how emotions about an event can be conveyed to the audience.
- 004 Describe the use of the five senses in the storytelling process.
- 005 Describe Electronic News Gathering (ENG) methods of storytelling.
- 006 Identify techniques to focus attention on the story subject.
- 007 Discuss creating a sense of visual depth.
- 008 Perform storytelling techniques in a sequencing exercise.

SUMMARY OF INSTRUCTION: The students participate in discussions on advanced concepts and techniques of camera usage and composition. They define “commitment to the story,” and learn how to use the camera to convey that commitment. The instructor emphasizes advanced storytelling concepts to include: how to best ensure the viewers’ needs are met, and how to rely on the photojournalist’s tools (camera, microphone, and edit suite) rather than the writer’s tool to tell the story. The students develop techniques in reporting news stories that get and keep the audience’s attention. The instructor leads a discussion on how the photojournalists’ use of the five senses can make the storytelling process a complete expression for their viewers. Included is an explanation of how emotions about an event can be conveyed to the audience without being judgmental. Students view examples of the most current and still growing storytelling methods used by the top photojournalists in the national media. Knowledge and perspective gained in this unit is essential to effective story telling. Students also perform a sequencing practical exercise where their skills are assessed, but not graded. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard.

REFERENCES:

Make it Memorable-Writing and Packaging TV News With Style, Dotson, Bob
National Press Photographers Association 1992 Workshop Materials by John Goheen, Steve Affens, James “Buck” Townley, John DeTarsio, Darrell Barton, John Premack, Larry Hattenberg, Bob Dotson, Fred Shook, Bob Brandon, Jean Menard, Bob Kaplitz, Ray Farkas, Scott Rensberger

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Students are advised of presence of video cables connected to monitors.

FUNCTIONAL AREA 1
PRINCIPLES OF VIDEOGRAPHY

TPFN: DINFOS-AEJC-001-004-

UNIT TITLE: Applying Principles of Videography

TPFN HOURS AND TYPE: .50 L; 8.50 PE

TPFN TOTAL HOURS: 9

PREREQUISITE TPFN: DINFOS-AEJC-001-001 through DINFOS-AEJC-001-003

TASK(S):

- 001 Determine an effective story commitment.
- 002 Shoot a one-minute video story.
- 003 Shoot video transitions.
- 004 Perform “in camera editing” shooting technique.
- 005 Apply lighting and focus techniques to produce desired depth of field.
- 006 Describe effective control of contrast ratios.
- 007 Use effective lighting.
- 008 Select proper filters for color temperature color.
- 009 Shoot opening shot, closing shot, sequences, cut-ins and cut-aways that support story commitment.

SUMMARY OF INSTRUCTION: During this practical exercise, the students experiment with the equipment and techniques previously identified and discussed. This assignment covers advanced concepts of camera usage and shot composition, including assessing the commitment, editing in-camera, solving lighting and focus problems relating to depth of field, dynamic contrast control, effective lighting and control of contrast ratios, and proper filter selection. Using these concepts the students must produce a one-minute video-only story in a realistic field environment, shooting opening and closing shots, sequences, cut-ins and cut-aways. The students analyze the quality of commitment and raw video products shot on location, and assemble the video-only story. The student’s skill level will be assessed during an ungraded practical exercise. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard.

REFERENCES:

Television Field Production and Reporting, Fred Shook
National Press Photographers Association 1992 Workshop Materials by John Goheen, Steve Affens, James “Buck” Townley, John DeTarsio, Darrell Barton, John Premack, Larry Hattenberg, Bob Dotson, Fred Shook, Bob Brandon, Jean Menard, Bob Kaplitz, Ray Farkas, Scott Rensberger

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Standard safety precautions are explained to the students in operating cameras, procedures within the TV studio, and in using the editing cells.

FUNCTIONAL AREA 2
ADVANCED VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-AEJC-002-001-

UNIT TITLE: Night and Low-Light Shooting

TPFN HOURS AND TYPE: 6 PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: All Previous TPFNs

TASK(S): 001 Use the camera gain switch to enhance low-light conditions.
002 Shoot in low available light (indoor/outdoor) conditions.
003 Perform advanced white-balancing techniques under various lighting conditions.

SUMMARY OF INSTRUCTION: This exercise is performed during the hours of dusk to dark with low-light conditions using available light such as street lights, building lights, etc. Students add light to their shoot to achieve effect, such as headlights, flashlights, etc., and use the camera amplification switch to enhance the low-light conditions. Students test the limits of the camera and must demonstrate an understanding of advanced white-balancing techniques. The basic rules of continuity, composition, and sequencing apply. Instructors are not a part of the decision-making process. The student's skill level will be assessed during an ungraded practical exercise. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard.

REFERENCES:

Television Field Production and Reporting, Shook, Frederick
National Press Photographers Association 1992 Workshop Materials by John Goheen, Steve Affens, James "Buck" Townley, John DeTarsio, Darrell Barton, John Premack, Larry Hattenberg, Bob Dotson, Fred Shook, Bob Brandon, Jean Menard, Bob Kaplitz, Ray Farkas, Scott Rensberger

INSTRUCTOR/STUDENT RATIO: 1:4 (PE)

SAFETY FACTORS: Students are advised on normal safety factors especially with respect to night vision effects and environment.

FUNCTIONAL AREA 2
ADVANCED VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-AEJC-002-002-

UNIT TITLE: Lighting Strategies

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S): 001 Discuss ENG lighting concepts.
002 Discuss background lighting.
003 Describe how to light a single and two-person setup using two lights to give a three-point lighting look.
004 Discuss effect lighting.

SUMMARY OF INSTRUCTION: Students discuss advanced lighting concepts, tips, and other considerations when working with electronic journalism lighting equipment. The instructor demonstrates the use of non-traditional lighting equipment, to include background lighting and lighting a single person and two-person setup using two lights to give a three-point lighting look, producing an esthetically pleasing picture. The students learn tips to simplify equipment setup and procedures to ensure the lighting meets technical requirements of the camera system. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard

REFERENCES:

Television Field Production and Reporting, Shook, Frederick
Television Production Handbook, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:8 (L)

SAFETY FACTORS: Students are cautioned about extension cord usage, unstable tripod stands, heat generated by lighting fixtures, and touching a lamp housing. Students will use gloves when handling hot lamps. They will also be cautioned that the pin-on lamp accessory mount can become extremely hot, and that they must ensure the pin is firmly locked and rotated away from the lamp face to prevent plastic from melting and smoking.

FUNCTIONAL AREA 2
ADVANCED VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-AEJC-002-003-

UNIT TITLE: Interviewing

TPFN HOURS AND TYPE: 1.75 L; .25 PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S):

- 001 Discuss thorough planning and proper organization for conducting effective interviews.
- 002 Discuss the use of open-ended, follow-up, and rephrased questions in interviews.
- 003 Discuss the concept of non-narrative stories.
- 004 Plan, organize and conduct effective interviews.
- 005 Use open-ended follow-up and rephrased questions during interviews.

SUMMARY OF INSTRUCTION: Students learn techniques to conduct interviews outside a studio setting. They discuss the importance of thorough planning and proper organization for conducting standard interviews. The instructor introduces the concept of non-narrative stories. Emphasis is placed on the production of facts; getting opinions; revealing a personality; preparation of questions; establishing trust; asking the questions; and packaging stories. Students perform a practical exercise in groups of two, using interviewing techniques to obtain background information about a suggested topic. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard.

REFERENCES:

Television Field Production and Reporting, Shook, Frederick
ENG: TV News and the New Technology, Yoakem & Cremer

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
ADVANCED VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-AEJC-002-004-

UNIT TITLE: Advanced Audio Techniques

TPFN HOURS AND TYPE: 5 L; 2 PE

TPFN TOTAL HOURS: 7

PREREQUISITE TPFN: None

TASK(S): 001 Discuss the importance of sound in TV news stories.
002 Discuss various microphone characteristics.
003 Discuss the collection of natural sound.
004 Discuss electrical and dropout interference.
005 Discuss the nature of sound and its negative aspects.
006 Use advanced audio techniques to support story commitment.

SUMMARY OF INSTRUCTION: Students discuss the importance of sound and its use in television news stories. Covered in this unit are the basic kinds of microphones used in Electronic Journalism, the collection of natural sound, and the use of natural sound in EJ pieces. This class also stresses that sound is the meaning and emotion of video. Students are exposed to all aspects of microphones, electrical and dropout interference, the nature of sound and its negative aspects, and how to collect natural sound and weave it into the story. Students will perform an ungraded practical exercise to assess their skill. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard

REFERENCES:

Television Field Production and Reporting, Shook, Frederick
National Press Photographers Association 1992 Workshop Materials by John Goheen, Steve Affens, James "Buck" Townley, John DeTarsio, Darrell Barton, John Premack, Larry Hattenberg, Bob Dotson, Fred Shook, Bob Brandon, Jean Menard, Bob Kaplitz, Ray Farkas, Scott Rensberger
Interviews that work, Biagi & Shirley

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Students are cautioned regarding exposed electrical extension cords needed to operate equipment and overhead projector.

FUNCTIONAL AREA 2
ADVANCED VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-AEJC-002-005-

UNIT TITLE: Applying Advanced Videography Principles (Non-Narrative Exercise)

TPFN HOURS AND TYPE: 6 PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

- 001 Determine the correct commitment to a story.
- 002 Shoot and assemble a non-narrative story.
- 003 Record audio using ambient voice to support the story.
- 004 Record audio using ambient sound to support the story.
- 005 Demonstrate control of mixed lighting situations.
- 006 Conduct an interview.
- 007 Demonstrate and apply to all exercises the ability to shoot opening shot, closing shot, sequencing, and cut-ins and cut-aways to meet story commitment while using head phones to monitor audio.
- 008 Import audio and video(enabling).

SUMMARY OF INSTRUCTION: During this performance exercise, the students determine the commitment to, and record audio for, a non-narrative story in a realistic field environment. They will shoot audio (natural ambient sound, prompted ambient voice) to support a 60-second non-narrative story; analyze the commitment, audio and edited products; and assemble the 60-second non-narrative story. Students use all the basic rules of continuity, composition, and sequencing where possible for accompanying video. Students work independently. The student's skill level will be assessed in an ungraded exercise. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard

REFERENCES:

Television Field Production and Reporting, Shook, Frederick
National Press Photographers Association 1992 Workshop Materials by John Goheen, Steve Affens, James "Buck" Townley, John DeTarsio, Darrell Barton, John Premack, Larry Hattenberg, Bob Dotson, Fred Shook, Bob Brandon, Jean Menard, Bob Kaplitz, Ray Farkas, Scott Rensberger

INSTRUCTOR/STUDENT RATIO: 1:4 (PE)

SAFETY FACTORS: Students are cautioned about existing cables, outlets, and associated equipment creating possible hazards to movement.

FUNCTIONAL AREA 2
ADVANCED VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-AEJC-002-006-

UNIT TITLE: Current and Emerging Industry Standards (Guest Lecture)

TPFN HOURS AND TYPE: 3 GL

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S): 001 Discuss new concepts and techniques of commercial professionals.

SUMMARY OF INSTRUCTION: A working professional from the commercial industry (outside government) expresses new thoughts, techniques and ideas that are currently used within the civilian industry relative to Electronic Journalism. In addition, guest lecturers ensure open communication relative to the latest equipment and devices available in the marketplace. The guest will view the students' work and provide constructive criticism. A workshop with the guest professional follows. (If a guest cannot be obtained, a broadcast instructor will give the lecture).

REFERENCES:

Guest lecturers will provide reference material.

INSTRUCTOR/STUDENT RATIO: 1:8 (GL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
ADVANCED VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-AEJC-002-007-

UNIT TITLE: Writing For Advanced Electronic Journalism

TPFN HOURS AND TYPE: 1 L; 1 PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: DINFOS-AEJC-002-003-

TASK(S): 001 Discuss elements of advanced writing
002 Write a script using advanced writing techniques.

SUMMARY OF INSTRUCTION: Students discuss the elements of good news writing, to include the importance of people in the story; strong, natural sound in the script; moments of silence in a script; and good sequencing. Students will perform an ungraded practical exercise to assess their skills. Students will use this knowledge to perform graded practical exercises and must achieve a minimum of 70% in each of the seven graded areas of the practical exercises to successfully meet the course standard

REFERENCES:

Make it Memorable-Writing and Packaging TV News With Style, Dotson, Bob
Television Field Production and Reporting, Shook, Frederick
National Press Photographers Association 1992 Workshop Materials by John Goheen, Steve Affens, James “Buck” Townley, John DeTarsio, Darrell Barton, John Premack, Larry Hattenberg, Bob Dotson, Fred Shook, Bob Brandon, Jean Menard, Bob Kaplitz, Ray Farkas, Scott Rensberger

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
ADVANCED VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-AEJC-002-008-

UNIT TITLE: Advanced Visual Storytelling Techniques

TPFN HOURS AND TYPE: 54 EP

TPFN TOTAL HOURS: 54

PREREQUISITE TPFN: All Previous TPFNs

TASK(S): 001 Produce three stories using advanced techniques, each 60 or 90 seconds long.

SUMMARY OF INSTRUCTION: Instructors explain the advanced concepts and techniques of camera usage and shot composition in the areas of: assessing the commitment; requirements for, and recording video and audio for, a visual story in a realistic field environment; and shooting the opening and closing shot, sequences, cut-ins and cut-aways to support a one-minute narrative or non-narrative story. The students are responsible to determine how they will treat each particular story. In this unit, students will produce a 60 or 90-second story. Students participate in a group analysis of final products. This exercise challenges the students to use the course information and stretch their professional ability and creative thinking. Students must finish the exercise by the deadline established. Students must pass each of the graded areas on the performance checklist with an average score of at least 70 percent.

REFERENCES:

Television Field Production and Reporting, Shook, Frederick
National Press Photographers Association 1992 Workshop Materials by John Goheen, Steve Affens, James “Buck” Townley, John DeTarsio, Darrell Barton, John Premack, Larry Hattenberg, Bob Dotson, Fred Shook, Bob Brandon, Jean Menard, Bob Kaplitz, Ray Farkas, Scott Rensberger

INSTRUCTOR/STUDENT RATIO: 1:4 (EP)

SAFETY FACTORS: Standard safety practices are emphasized. Be aware of loose cords, heated equipment, off-base travel, and local hazards.

FUNCTIONAL AREA 2
ADVANCED VIDEOGRAPHY APPLICATIONS

TPFN: DINFOS-AEJC-002-009-

UNIT TITLE: Advanced Non-Linear Special Effects

TPFN HOURS AND TYPE: 2.5 D; 2.5 PE

TPFN TOTAL HOURS: 5

PREREQUISITE TPFN: All Previous TPFNs

TASK: 001 Discuss advanced non-linear special effects.

SUMMARY OF INSTRUCTION: The instructor demonstrates the advanced concepts and techniques of non-linear special effects. The students' skill will be assessed, in an ungraded practical exercise where they will experiment with non-linear special effects.

REFERENCES:

Avid 306, 3D Effects on the Media Composer System

INSTRUCTOR/STUDENT RATIO: 1:8 (D); 1:4 (PE)

SAFETY FACTORS: Standard safety practices are emphasized.

FUNCTIONAL AREA 3
COURSE ADMINISTRATION

TPFN: DINFOS-AEJC-003-001-

UNIT TITLE: Course Administration Activities

TPFN HOURS AND TYPE: 5.5 AD

TPFN TOTAL HOURS: 5.5

PREREQUISITE TPFN: None

TASK(S): 001 Complete in-processing.
002 Complete End-of-Course Critique.
003 Participate in a closing ceremony.
004 Complete out-processing.

SUMMARY OF ACTIVITIES: Self-explanatory.

REFERENCES:

DINFOS Policy and Operating Procedures Manual (POPMAN)

INSTRUCTOR/STUDENT RATIO: 1:8 (AD)

SAFETY FACTORS: Normal